

29 AUG 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel's Weekly Report -
Week Ending 29 August 1975

1. Clerical Personnel Requirements: The Deputy Director of Personnel for Recruitment and Placement met on 27 August 1975 with the Chief, Staff Personnel Division and Chief, Recruitment Division and their appropriate staff members to update and verify requirements for clerical personnel. Offices are being resurveyed to determine the appropriate mix of requirements for stenographers, typists and other clerical personnel. The latest information will be provided to the recruiters during their conference the week of 8-12 September. Clerical applicant input will be closely monitored to insure that the number recruited and in process match requirements.

2. Select Committee Requests: Considerable time was spent this week in responding to requests from the staff of the Select Committees, received via the Agency's Review Staff and the Office of the DDA. Work included furnishing all contacts we have had since 1 January 1972 with other Government agencies and continuing work on lists of details-in to CIA from other Federal agencies.

3. Special Recruitment: Some recent requirements placed by various offices on the Recruitment Division are as follows:

<u>Office</u>	<u>Number</u>	<u>Requirement</u>	<u>Level</u>
OMS	3	Medical Technician	GS-07
OC	2	Machinist-Mechanical Fabrication-Work in Lab	GS-07/08

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	<u>Office</u>	<u>Number</u>	<u>Requirement</u>	<u>Level</u>
25X1A	OL	1	Packing and Crating Specialist (Supervisor)- Work at []	GS-11
	OSI	1	Biochemist-PhD-Agricultural-Food Technology	GS-15
	OSI	1	Psychologist-PhD-Human Factors	GS-15
	ORD	1	Data Processing Research Analyst	GS-12/13
		1	Signal Processing Research Analyst	GS-12/13
		1	Information System Research Analyst	GS-12/13
	OWI	1	Radar Signature Analyst-PhD in Math, Physics or EE	GS-12/13

25X1A 4. New Co-op Customer: The Personnel Officer from DDO/
[] contacted the Co-op Coordinator to discuss the
25X1A establishment of a Co-op Program in that office. A co-op
student from the Office of Communications is transferring
to [] in the near future.

5. Rehired Annuitant: During the week the following
rehired annuitant was terminated:

25X1A [] -- Office of Security --
Independent Contractor.

6. Social Security: We have been informed by our
Social Security headquarters liaison office that the "Privacy
Act" will require us to obtain an authorization from employees
or anyone else before Social Security will release informa-
tion about that person to this Agency. This holds true even
when we have to obtain Social Security account numbers, alias
or otherwise.

7. HMAB: The Honor and Merit Awards Board has thus far received 41 of the estimated 100 recommendations for awards for employees involved in Vietnam operations. Officials of the DDO have requested that a special combined ceremony be held in late October to honor these awardees.

8. Regulations: We forwarded the revision of [] Training Selection Board, to Regulations Control Branch, through OTR. Changes are in response to PASG requirements.

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9. Skills Session: A memorandum has been sent out informing Personnel Officers of the Skills Session on 17 September 1975 concerning the Federal Women's Program and the status of women in the Agency.

Coming Events:

1. Preparations are on schedule for the Annual Awards Ceremony which will be held in the Auditorium at 10:30 A.M. on 18 September 1975.

2. We plan to complete review of the DDS&T Developmental Profiles.

3. The Recruiters' Conference will be held 8 through 12 September 1975. The first two days of the session will be held at [] with the remaining three days at Headquarters.

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/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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